



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
2701 SHERIDAN ROAD  
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 1640.5C  
N35

**OCT 28 1997**

NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 1640.5C

From: Commander, Naval Training Center, Great Lakes

Subj: COMMAND RESPONSIBILITIES WHEN CONFINING PERSONNEL IN THE  
PRETRIAL CONFINEMENT FACILITY (PCF), GREAT LAKES

Ref: (a) SECNAVINST 1640.9B, Articles 7206, 8206, 8207, and  
8213  
(b) U.S. Navy Uniform Regulations, NAVPERS 15665

Encl: (1) Confinee Minimum Seabag Requirements  
(2) 30 Days Health and Comfort Supplies  
(3) Command Visit Procedures/Requirements  
(4) Consolidated Brig Minimum Seabag Requirements

1. Purpose. To identify items required to accompany personnel being confined, per reference (a), and delineate command visit requirements and procedures.

2. Cancellation. NTCGLAKESINST 1640.5B. This instruction has been substantially revised and should be reviewed in its entirety.

3. Action. All personnel, prior to confinement, must have the items, listed below, when they arrive at PCF, Great Lakes.

a. Adjudged Prisoners

(1) Navy Personnel

(a) Confinement Orders (NAVPERS 1640/4) with certification by Naval Hospital, Great Lakes, medical personnel on the individual's fitness for confinement.

(b) Results of Trial with the Victim/Witness Certification and Election Concerning Inmate Status (DD 2704), if appropriate.

(c) Member's medical and dental records.

(d) Member's seabag items as required by enclosure (1) for personnel ordered into confinement for 30 days or less, or complete seabag as listed in reference (b) for personnel ordered into confinement for 31 days or more.

(e) Health and Comfort supplies as listed in enclosure (2) to last the term of confinement, or 30 days, whichever is shorter.

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(2) Other Military Personnel.

(a) Appropriate Confinement Order with certification by Naval Hospital, Great Lakes, medical personnel on the individual's fitness for confinement.

(b) Results of Trial with Victim/Witness Certification and Election Concerning Inmate Status (DD 2704), if applicable.

(c) Member's medical and dental records.

(d) Member's complete uniform issue as required by the applicable service to meet enclosure (1) requirements for personnel ordered into confinement for 30 days or less, or complete uniform outfitting as required by applicable service directives for 31 days or more.

(e) Health and comfort supplies as listed in enclosure (2) to last the term of confinement, or 30 days, whichever is shorter.

b. Pretrial Confinement

(1) All Military Personnel

(a) Confinement Orders with certification by Naval Hospital, Great Lakes, medical personnel on the individual's fitness for confinement.

(b) Member's medical and dental records.

(c) Member's seabag items as required by enclosure (1).

(d) 30 days of health and comfort supplies as listed in enclosure (2).

c. Officer/Chief Petty Officer. U.S. Navy Officer/Chief Petty Officer confinees are required to have the appropriate uniform equivalent for each uniform item listed in enclosure (1). Substitute Khaki for dungaree in the required areas. All other service officers are required to have the appropriate work and dress uniforms.

4. Pre-Confinement Urinalysis. Commands must perform any required urinalysis testing prior to PCF in-processing and confinement.

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5. Command Visit Requirements. An E-7 or above command representative must visit the confinee weekly. Enclosure (3) provides command visit procedures.

6. Confinee Transfer Policy. If a pretrial detainee is expected to remain in confinement longer than 45 days, that confinee may be transferred to the closest brig for long-term holding. This transfer is required due to the limited number of beds available at the PCF. All transfer costs will be funded by the confining command.

7. Overcrowding Policy. If the PCF occupancy meets or exceeds 13, customer commands will be notified of the potential overcrowding situation. While no one with a signed confinement order may be denied/refused, customer commands should review their current pretrial detainees to determine whether or not continued pretrial confinement is warranted. In the event of overcrowding, 16 or more occupancy, those pretrial detainees onboard the longest will be transferred to the closest brig for holding. All transfer costs will be funded by the confining command.



C. B. MARTIN  
Chief of Staff for Operations

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CONFINEE MINIMUM SEABAG REQUIREMENTS

<u>ITEM</u>	<u>QTY</u>
All-Weather Coat/Raincoat	1
Bag, Duffel	1
Belt, Web, Black, W/Silver Clip	1
Buckle, Silver	1
Hat, Ballcap	1
Jacket, Blue Working	1
PT Shorts	2
Shirt, Dungaree (utility)	2
Shoes, tennis/gym	1 pr.
Shoes, Safety Chukka or Black Dress	1 pr.
Socks, cotton/nylon, Black	4 pr.
Socks, cotton, White	2 pr.
Towel, Bath	4
Trouser, Dungaree/Denim	2
Undershirts	4
Undershorts, White	4

Required cold weather items when winter uniform is prescribed:

Cap, Knit	1
Gloves, Leather, Black	1 pr.
Peacoat with rank/rate insignia	1
Sweater, Wool, Blue	1
Sweatpants	2
Sweatshirt	2

NOTE: The confining command is responsible to provide the appropriate seasonal dress uniforms with rate/rank insignia and ribbons as listed below when needed by the confinee.

Prescribed winter dress uniforms:

Hat, White	1
Jumper, Blue with rate insignia/ribbons	1
Neckerchief	1
Shoes, Dress Black	1 pr.
Trousers, Broadfall, Blue	1

Prescribed summer dress uniforms:

Belt, Web, White, W/Silver Clip	1
Hat, White	1
Jumper, White with rate insignia/ribbons	1
Neckerchief	1
Shoes, Dress Black	1 pr.
Trousers, White Jumper	1

See notes on reverse for special instructions

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**Notes:** 1. NACIC and MCACU are exempt from uniform requirements.

2. Parent commands are responsible for ensuring their confinees have serviceable uniforms.

3. If an adjudged prisoner is sentenced to confinement for 31 days or longer, they will be transferred to a consolidated or long term brig. Seabag requirements vary at California and Charleston. Enclosure (4) are the required seabag items for those brigs and must be filled by the members command prior to prisoner being transferred to that facility.

4. Requests for health/comfort and uniform items will be verified for quantity by PCF staff and delivered to confinees command for action. Original request forms must be returned to PCF for signature of receipt by confinee.

~~OCT 28~~ 199730 DAYS HEALTH AND COMFORT SUPPLIES

<u>ITEM</u>	<u>QUANTITY</u>
1. Bath Soap*	4 bars
2. Cigarettes (if a smoker)	2 cartons (MAX)
3. Deodorant (stick type)*	1
4. Disposable Razors*	10
5. Embossed Stamped Envelopes	20 (MAX)
6. Nail Clippers (small and no file)	1
7. Non-retractable pen	2
8. Shampoo*	2 bottles
9. Shaving Cream (tube type or non pressurized)	2
10. Shoe Polish (black)	1 can
11. Shower Shoes*	1 pair
12. Small Comb (no handle)	1
13. Soap Dish*	1
14. Stencil Pens (black and white)	1 each
15. Toothbrush*	1
16. Toothpaste (tube type)*	1
17. Writing Paper	2 pads

See notes on reverse for prohibited items and special instructions

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**Notes:** 1. All items listed are mandatory for confinement. The amounts listed reflect minimum requirements for a 30-day confinement except cigarettes and envelopes which are maximum allowed to be brought in. Multiple quantity items may be reduced for prisoners serving less than 30 days, however, parent commands are responsible for providing replacements if the prisoner's supplies do not last to the end of confinement. Commands must obtain items marked with an asterisk (\*) before confining personnel. Other items must be obtained within 24 hours.

2. The Navy Absentee Collection and Information Center (NACIC) and Marine Corps Absentee Collection Unit (MCACU) are exempt from health and comfort supply requirements.

3. All health and comfort items brought in for the individual being confined will be examined by the PCF staff. Glass containers, aerosol cans, and any item with an alcohol base are prohibited and will be confiscated and returned to the parent command for disposition or placed in members seabag. Toothpaste, shampoo, and shaving cream in non see through tubes must be in original container(s) unopened or they will not be accepted. This is to prevent the possibility of contraband being brought into the PCF.



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# COMMAND VISIT PROCEDURES/REQUIREMENTS

PURPOSE: To establish procedures/requirements for command visits of confinees.

1. Command visits are designed to retain identity with the parent command and to reinforce to each confinee that their command remains the primary chain of command.
2. Command visits keep confinees informed. Confindees left in limbo concerning their status in most cases become disciplinary problems. Constant and complete communication keeps the confinee focused on the training and work programs and behavior requirements instead of focused on concerns over which they have no control.

SCOPE: Commanding Officers, Officers in Charge or others in command are required to establish procedures for visiting, at least weekly, each detainee or prisoner belonging to their command. This visit must be made by a representative of the parent command (E-7 or above) from the confinee's division with the authority to act in the commanding officer's behalf. It is improper to delegate command visit functions unless the confining command is at sea, or is a remotely situated activity. Chaplains will not serve as the commanding officer's representative to visit confinees.

ATTACHMENT: (1) Command Visit Form

PROCEDURES: All command visits will occur from 0730-1030 or 1230-1430 to prevent interfering with meals.

1. Upon entering the facility, command representatives will report to the Administrative Office to check in, obtain an up-to-date list of command personnel confined, and receive a command visit sheet for each prisoner (attachment (1)) to be completed and returned prior to leaving the PCF.
2. The command representative will conduct visits with personnel. If an individual is out of the PCF or otherwise not available for a visit, arrangements will be made to visit the confinee on a later day in the same week.
3. Upon completion of the visit, return to the Administrative Office and put the completed Command Visit Form in the Programs distribution container. Command representatives are permitted to make copies for their command files if so desired.

Enclosure (3)

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4. Command Visitors are expected to:

a. Answer any and all questions concerning legal, pay, and separation status.

b. Assist in ensuring initial health and comfort items and/or appropriate uniform items are received in accordance with the basic instruction, enclosures (1) and (2). If health/comfort items (including embossed envelopes) and uniform articles are requested by the member, the request chit will be acknowledged by the PCF and turned over to the command for action. Commands are required to provide this item.

c. Other questions may arise on a case-by-case basis and should be dealt with accordingly. Answers should be provided within 48 working hours.

d. If you cannot answer questions during the visit, research the answers and either make a follow-up visit, or contact the PCF's Counselor to relay the information.

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PCF GREAT LAKES  
COMMAND VISIT DATA

Command \_\_\_\_\_ Date \_\_\_\_\_

Confinee's Name/SSN \_\_\_\_\_

Confinee's Status (Circle one) PRISONER DETAINEE

Discharge Pending (Circle one) YES NO

Type discharge \_\_\_\_\_ Expected completed date \_\_\_\_\_

-----  
Confinee's request or problem area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Action's required to resolve request or problem area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed and/or interim action reports to be provided by:

DATE \_\_\_\_\_ By whom \_\_\_\_\_

How? (Circle one) BY PHONE IN PERSON BY MEMORANDUM

Confinee's Signature \_\_\_\_\_

Command Rep Printed name and Signature \_\_\_\_\_

PCF Counselor \_\_\_\_\_ Admin \_\_\_\_\_

CPOIC \_\_\_\_\_

Remarks \_\_\_\_\_  
\_\_\_\_\_

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NAVAL CONSOLIDATED BRIG CHSN  
INPROCESSING  
MINIMUM REQUIREMENT

	USAF	USA	USN	USMC
BAG, DUFFLE	1	1	1	1
BAG, LAUNDRY	1	1	1	1
BELT, WORKING	1	1	1	1
BELT, DRESS	1	1	1	2
BOOTS	2	2	1	2
BUCKLE, WORKING	1	1	1	1
BUCKLE, DRES	1	1	1	1
COAT, ALL WEATHER	1	1	1	1
FACE CLOTH	2	2	2	2
HAT, BDU	2	2	N/A	2
HAT, WHITE	N/A	N/A	4	N/A
HAT, W/FRAME	N/A	N/A	N/A	1
HAT, GARRISON	1	1	1	1
JACKET, DRESS	1	1	N/A	1
JACKET, FIELD	2	2	N/A	1
JACKET, DUNGAREE	N/A	N/A	1	N/A
JUMPER, WHITE	N/A	N/A	1	N/A
JUMPER, BLUE	N/A	N/A	1	N/A
LONG JOHNS	2	2	2	2
SHIRT, BDU	4	4	N/A	4
SHIRT, DUNGAREE SS	N/A	N/A	2	N/A
SHIRT, DUNGAREE LS	N/A	N/A	5	N/A
SHIRT, DRESS, SS	2	2	1	2
SHIRT, DRESS, LS	1	1	N/A	1
SHOES, BLACK, DRESS	1	1	1	1
SHOES, SHOWER	1	1	1	1
SOCKS, WORKING	6	6	6	6
SOCKS, BLACK, DRESS	2	2	2	2
TROUSERS, DRESS	1	1	1	1
TROUSERS, WORKING	4	4	5	4
TOWELS, WHT/BRN/BLK	4	4	4	4
UNDERSHIRT, BRN/BLK	4	4	N/A	4
UNDERSHIRT, WHITE	2	2	8	2
UNDERWEAR	6	6	6	6

NOTE: ESCORTS WILL NOT BE RELEASED UNTIL ALL ITEMS ARE SEARCHED/INVENTORIED FOR AUTHORIZED/UNAUTHORIZED ITEMS. PER ORDER AR.190-47, SECNAINST 1640.9A UNITS HAVE 24hrs. TO MAKE UP ANY SHORTAGES. UNITS ARE ALSO RESPONSIBLE FOR THE DISPOSITION OF ALL UNAUTHORIZED ITEM.

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NAVAL CONSOLIDATED BRIG CHSN  
MINIMUM REQUIREMENTS FOR H&C'S

DEODORANT (NON-AEROSOL)	2
HAIRDRESSING	2
RAZOR , SAFETY	1
RAZOR BLADES / DISPOSABLE	10
SMALL COMB OR BRUSH	1
SHAMPOO	2
SOAP	4
TOOTHBRUSH W/HOLDER	1
TOOTHPASTE	2

NOTE: NO OPEN CONTAINERS UNLESS BEING TRANSFERED FROM ANOTHER  
FACILITY.

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## RULES AND REGULATIONS

Revised June 1995

**APPENDIX A - AUTHORIZED HEALTH AND COMFORT ITEMS**

ITEM	QUANTITY
Barrettes	1 pk
Batteries AA (pk of 4)	2 pk
Batteries AAA (pk of 4)	2 pk
Blades, razor, Trac II (pk of 5)	2 pk
Body Powder	1
Braided Plastic	1 pk
Brush, shoe	1
Brush, hair	1
Blistex/Chapstick	1
Cassettes	5-10 (see note 4)
Cigarettes	20 pk
Clippers, fingernail	1
Comb, plastic (not longer than 9", teeth 2" or shorter)	2
Contact lens solution (special authorization required)	1
Cotton swabs	1 pk
Cream, shaving	2
Deodorant, stick or roll-on (plastic containers only)	2
Dental floss	1
Denture adhesive	1
Douche (females only)	1
Drawing pencil (wood)	1
Envelopes, stamped embossed (with name on them)	40 (see note 1)
Eye glasses	2 pr
Foot powder	1
Hair conditioner	1
Hair dressing	1
Insoles	1 pr
Laundry bag, net	2
Liquid starch	1
Lotion, after shave (cream only)	1
Lotion, body	2
Marking pens, stencil (black and white)	2
Mouthwash (clear, non-alcoholic)	1
Nail clipper	1
Nightshirts (no shorter than 5" above the knees)	3
Pen, ballpoint (unretractable, black ink)	2
Pencil, lead (wood)	2

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Playing cards	2 dk
Polish, shoe, black/neutral (can only)	-2
Powder	1
Pump bottle	1
Radio/Cassette/Headphones	1 (see note 2)
Razor blades	1
Razor, electric	1 (see note 3)
Razor, Trac II	1
Sanitary napkins (female only)	2 box
Shampoo, hair (plastic container)	2
Shave cream (TUBE only)	1
Shoes, athletic/gym (rec call or PT only)	2 pr
Shoes, shower	2 pr
Shorts, athletic (elastic or button waist)	2
Shower cap (female only)	1
Sketch pad (no binders)	1
Skin creame	1
Soap, bar	4
Soap, dish	2
Socks, athletic, white	6 pr
Spray bottle	1
(for liquid starch, government issue bottles are prohibited for personal use)	
Starch	1
Stationery, writing	3 pds
Stencil pen	1
Stamps (maximum 20 stamps in no more than 2 books)	(see note 1)
Sweat shirts/pants	2
Toothbrush	2
Toothbrush holder	2
Toothpaste, tube	2
Washcloths	3
Writing tablet	1

**NOTES:** 1. Authorization of 40 includes both embossed envelopes and plain envelopes w/stamps.

2. Only one radio or radio/cassette combination Prisoners may store one radio in seabag.

3. Batter powered only

4. Musical cassettes are an incentive

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## RULES AND REGULATIONS

Revised June 1995

**APPENDIX B - UNIFORM REQUIREMENTS FOR CONFINEMENT**

1. The following is a list of uniform requirements and allowances. All detainees and prisoners sentenced to a punitive discharge, shall possess at least the minimum required, but no more than the maximum allowed.

<b>ITEM</b>	<b>MALE MIN/MAX</b>	<b>FEMALE MIN/MAX</b>
Bag, Duffle	1 / 1	1 / 1
Belt, Black/Blue/Khaki	1 / 4	1 / 4
Belt, White	1 / 1*	1 / 1*
Belt Buckle	1 / 2	1 / 2
Boots (USAF-USMC) w/Laces	1 / 2	1 / 2
Brassieres/Beige	NA	5 / 10
Cap, Garrison or Service	1 / 1	1 / 1
Cap, Utility (USAF-USMC)	2 / 3	2 / 3
Field Jacket (USAF-USMC)	1 / 2	1 / 2
Gloves, Black/Khaki	1 / 1	1 / 1
Handkerchiefs	1 / 4	1 / 4
Hat, White	3 / 4	NA
Hat, Blue Garrison	NA	2 / 3
Jacket, Blue Utility	1 / 1	1 / 1
Jacket, Service (USAF-USMC)	1 / 1	1 / 1
Necktie, Blue/Khaki (USAF-USMC)	1 / 1	1 / 1
Raincoat	1 / 1	1 / 1
Shirt, BDU (USAF-USMC)	4 / 5	4 / 5
Shirt, Chambray	4 / 10	4 / 10
Shirt, Blue/Khaki LS-SS (USAF-USMC)	1 / 1	1 / 1
Shoes, Black Service Dress	1 pr / 2 pr	1 pr / 2 pr
Shoes, Service (Boondocker/Safety)	1 pr / 1 pr	1 pr / 1 pr
Shoes, Shower	1 pr / 2 pr	1 pr / 2 pr
Shoes, Tennis	1 pr / 2 pr	1 pr / 2 pr
Socks, Black	6 pr / 8 pr	6 pr / 8 pr
Socks, Black (USAF-USMC)	4 pr / 8 pr	4 pr / 8 pr
Sweater, Blue/Black	1 / 1	1 / 1
Towels, Bath White (Military Styles Only)	4 / 6	4 / 6
Trousers, BDU (USAF-USMC)	4 / 5	4 / 5
Trousers, Service Grn/Blue (USAF-USMC)	1 / 1	1 / 1
Trousers, Dungaree	4 / 10	4 / 10
Undershirts (USAF-brn, blk/USMC-grn/ USN-white)	6 / 10	6 / 10



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Revised June 1995

Undershorts/Pants/Beige	6 / 10	6 / 10
Uniform of the Day** (Appropriate for season)	1 Complete	1 Complete
Insignia (for Garrison Cap)	N/A	1 / 3
Dress Uniform (USAF-USMC)**	1 / 1	1 / 1

\* If in season

**\*\*Detainees in orientation and B-1 may maintain in their locker one complete uniform of the day until Trial by Court-Martial.**

2. Only the items and quantity of items listed above will be retained in your possession while confined. All excess items will be placed in your seabag.

3. All prisoners (male/female) restored to duty will be required to have a complete seabag prior to release.